



**TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE**

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The Tennessee Human Rights Commission is seeking applicants for the position of Housing Coordinator. The Housing Coordinator is responsible for the program development of housing discrimination investigations throughout the State of Tennessee. The Housing Coordinator is expected to conduct investigations and supervise four (4) Housing Investigators through investigations that can be extremely detailed and complex. All investigations are monitored for compliance with both federal and state law and have the potential to go to Administrative Hearing or Federal Court. The person in this position participates in the preparation of records and reports of investigative findings.

In supervising the staff, the Housing Coordinator is responsible for assigning, training, and evaluating the staff and their work. This includes performing job plan discussions and completing interim and annual evaluations. The person in this position would also make recommendations on personnel actions such as corrective action, promotion, demotion, etc. Other general administrative duties include records management, procurement of supplies, and inventory.

The Housing Coordinator prepares the financial reports for the Executive Director, Deputy Director and the Department of Housing and Urban Development by tracking of revenue, approximately \$355,000, generated from the Housing Division. The person in this position assist the Deputy Director in developing policies and procedures within the scope of authority of the Housing Division and works in conjunction with the Executive Staff in implementing and enforcing policies and procedures.

The Housing Coordinator serves as a liaison and often represents the agency at community forums and conducts Outreach and Educational sessions throughout the State of Tennessee. It is expected that the employee will make presentations at the Tennessee Human Rights Commission Board Meetings as well as have contact with high ranking persons in the General Assembly, community partners, and media.

Bachelor degree required. At least one (1) year of supervisory experience; investigative experience and knowledge of the fair housing laws required; NFTHA preferred. The salary range is \$38,000-42,000. Interested applicants should forward by email or mail a resume and cover letter to the attention of Allie Thompson at the address below. All application packets must be received by October 26, 2015.

Allie Thompson | Administrative Assistant
HR Consulting/Department of Human Resources
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